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Office of the Chief of Staff Files: A Guide to Its Records at the Jimmy Carter Library Collection Summary

Creating Organization: Office of the Chief of Staff

Title: Office of the Chief of Staff

Dates: 1977-1981

Quantity: 111 linear feet open for research, 253 containers

Identification:

Accession Number: 80-1

Archival Research Catalog (ARC) Identification Number: 1085

Scope and Content:

The files consist of correspondence, memoranda, reports, publications and personnel materials that represent the function of the Office of the Chief of Staff.

These materials illustrate Hamilton Jordan's role in the Carter Administration from his directorship of the Personnel Advisory Group during the Carter-Mondale Transition in 1976-77 to his assignments as Assistant to the President, 1977-79 and Chief of Staff from 1979-1980.

This collection documents his involvement with other senior administration officials in the selection, screening and appointment of candidates for various offices within the Executive and Judicial branches of government. The material within this collection also focus on the development of budgets and policies; the process of reorganization of the White House; and the establishment of relations with Congress. A substantial portion of the material relates to Jordan's role as political adviser to the President and special administration goals such as: a separate Department of Education, Middle East initiatives and the passage of the Panama Canal Treaties.

Creator Information: Office of the Chief of Staff:

The duties of the White House Chief of Staff vary greatly from one administration to another. However, the Chief of Staff has been responsible for overseeing the actions of the White House staff, managing the president's schedule, and deciding who is allowed to meet with the president.

These materials illustrate how the Chief of Staff was responsible for coordinating administration initiatives between White House staff and advisers, cabinet members, and Congress. This office also oversaw the appointment and selection of Executive Branch personnel.

As Chief of Staff, Hamilton Jordan acted as a political adviser to the President and continued to do so until he left the administration in May 1980 to run the Carter-Mondale Re-election campaign. Although he performed similar duties as Assistant to the President, Jordan's position was largely un-structured until 1979 when he was assigned the formal title of Chief of Staff.

Various staff members were assigned to this office under the direction of Hamilton Jordan from 1979-80 and Jack Watson from 1980-81. They were assigned special duties or projects: Alonzo McDonald as Deputy Chief of Staff - Staff Director; S. Stephen Selig III as Special Assistant for Business Liaison; Landon Butler as Special Assistant for Labor Matters; Mark Siegel as Deputy Assistant for Policy Analysis; Richard Hutcheson III as Staff Secretary; Bernard Aronson as Deputy Assistant for Labor Liaison; Thomas Belford in charge of the Reorganization Project; George Moffett as Confidential Assistant; Michael Rowny as Deputy Assistant to the Staff Director; Eleanor Connors as Confidential Assistant to the Chief of Staff; Betty Rainwater as Deputy Assistant for Research; Laurie Lucey as Executive Assistant/Panama Canal Treaties; Amelia Parker as Research Assistant for Policy Analysis; Edie Draper as Administrative Assistant and Bill Simpson as Deputy Assistant.

Biographical information on key office personnel located at the end of the finding aid.

Restrictions

Restrictions on Access: These papers contain documents restricted in accordance with Executive Order 12958, which governs National Security policies, and material which has been closed in accordance with the donor's deed of gift.

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Related Material

Related materials in this repository: Domestic Policy Staff (Stu Eizenstat's Files); Congressional Liaison Office; Jack Watson Papers

Index Terms (Limited to major topics)

Persons: Hamilton Jordan, Landon Butler, Stephen Selig

Subjects: Presidential appointments, Cabinet, Congress, White House Staff,

Panama Canal Treaties, presidential campaigns, business, small business, unions, labor, energy, SALT II, government reorganization;

Places: Iran, Middle East

Types of Material: Correspondence, memoranda, reports, publications, briefings, clippings and personnel material.

Administrative Information

Preferred citation: [Type of Document], [Names of Sender and Recipient or Title of Document], [Date], [Collection Title], [Series Title], [Folder Title], [Box Number], Jimmy Carter Presidential Library.

Acquisition information: These historical materials were received under provisions of the instrument of gift that Jimmy Carter signed January 31, 1981.

Processing information: The first series of the collection was opened in 1987. Subsequent series in the collection were opened in 1995, 2009 and 2010. The opening dates are indicated in the series descriptions.

System of Arrangement

The records of the Office of the Chief of Staff are divided into 22 series:

Series Titles:	Series ID (ARC)
<u>Hamilton Jordan's Transition Files</u>	141741
<u>Hamilton Jordan's Confidential Files</u>	142099
<u>Hamilton Jordan's Subject Files</u>	142231
<u>Hamilton Jordan's Chronological Files</u>	142549
<u>Hamilton Jordan's Personnel Files</u>	142646
<u>Hamilton Jordan's 1980 Campaign Files</u>	142697
<u>Landon Butler's Transition Files</u>	142790
<u>Landon Butler's Subject Files</u>	142819
<u>Landon Butler's 1980 Campaign Files</u>	143328
<u>Landon Butler's Memoranda Files</u>	143381
<u>Landon Butler's Administrative Files</u>	143415
<u>Landon Butler's Telephone Message Logs</u>	143455
<u>Stephen Selig's Transition Files</u>	143492
<u>Stephen Selig's Office of Public Liaison Files</u>	143518
<u>Stephen Selig's Subject Files</u>	143583
<u>Stephen Selig's White House Conference On Small Business Files</u>	143914
<u>George Moffett's Subject Files</u>	583298
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<u>Bill Simpson's Subject Files</u>	583330
<u>Len Hirsch's Subject Files</u>	583333
<u>Tom Belford's Subject Files</u>	583320
<u>Betty Rainwater's Subject Files</u>	583331

Detailed Description of the Collection

Hamilton Jordan's Transition Files

Scope and Content: Series opened in February 1988. Containers 1-32. This series contains correspondence, memoranda, personnel material and reports. The files consist primarily of applications and recommendations for various jobs in the administration and reveals Jordan's role with the Talent Inventory Program and the Talent Advisory Group. Also included are numerous Congressional recommendations for positions in the administration for individual constituents. The selection and appointment process are evident from the files, as are concerns about appointments for ethnics, minorities, and women. Notably absent, however, are recommendations from most of the Georgia delegation and major Democratic Party leaders.

This series also contains election review files which provide a retrospective analysis of various facets of the 1976 campaign. This material consists of briefing books on budget, economic, Health, Education and Welfare (HEW) and Treasury Department issues. Arranged alphabetically by folder title thereunder chronologically.

Container List:

Container 1

ACTION - Recommendations
Advisory Bodies, Commissions, and Task Forces (Candidates)
Aging, Counselor on - Recommendations
Agriculture, Assistant Secretary - Coelho, Tony
Agriculture, Assistant Secretary - Coelho, Tony
Agriculture, Assistant Secretary - Coelho, Tony
Agriculture, Department of - Recommendations
Agriculture, Department of - Wefald, Jon
Appointments Procedure (O/A 1165)
Appointments Procedure (O/A 10,628)
Biographical Materials, Non - Congressional
Budget Briefing Book, 11/1/76
Cabinet Level Positions - Filled
Cabinet Level Positions - Recommendations, General
Campaign Memoranda
Campaign Speeches – Carter, 5/4/74-11/3/76

Container 2

Campaign Staff Resumes (1)
Campaign Staff Resumes (2)
Commerce, Department of - Recommendations
Community Services Administration - Recommendations
Congressional Recommendations (O/A 10,623)
Congressional Recommendations (O/A 10,629)
Congressional Recommendations (O/A 10,632)
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Congressional Recommendations - Addabo, Joseph P.
Congressional Recommendations - Albert, Carl
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Congressional Recommendations - Annunzio, Frank
Congressional Recommendations - Ashley, Thomas Ludlow
Congressional Recommendations - AuCoin, Les
Congressional Recommendations - Baldus, Alvin
Congressional Recommendations - Bennet, Douglas J., Jr.
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Congressional Recommendations - Bumpers, Dale
Congressional Recommendations - Burke, James A.
Congressional Recommendations - Burke, Yvonne Brathwaite
Congressional Recommendations - Carney, Charles J.
Congressional Recommendations - Carr, Bob
Congressional Recommendations - Cavanaugh, John
Congressional Recommendations - Church, Frank
Congressional Recommendations - Clark, Dick
Congressional Recommendations - Clay, William L.
Congressional Recommendations - Congressional Black Caucus
Congressional Recommendations - Congressional Rural Caucus
Congressional Recommendations - Conte, Silvio O.
Congressional Recommendations - Conyers, John, Jr.
Congressional Recommendations - Cranston, Alan

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Congressional Recommendations - DeConcini, Dennis
Congressional Recommendations - Dellums, Ronald V.
Congressional Recommendations - deLugo, Ron
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Congressional Recommendations - Dickinson, William L.
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Congressional Recommendations - Diggs, Charles C., Jr.
Congressional Recommendations - Dodd, Christopher J.
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Congressional Recommendations - Drinan, Robert F.
Congressional Recommendations - Duncan, Robert B.

Congressional Recommendations - Edwards, Don
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Congressional Recommendations - Fascall, Dante B.
Congressional Recommendations - Fauntroy, Walter E.
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Congressional Recommendations - Flippo, Ronnie G.
Congressional Recommendations - Florio, James J.
Congressional Recommendations - Flynt, John J. Jr.
Congressional Recommendations - Foley, Thomas S.
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Congressional Recommendations - Harris, Herbert E., II
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Congressional Recommendations - Humphrey, Hubert H.
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Congressional Recommendations - Johnson, Harold T. (Bizz)
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Congressional Recommendations - Lujan, Manual, Jr.
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Congressional Recommendations - McIntyre, Thomas J.
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Congressional Recommendations - Mathias, Charles Mac., Jr.
Congressional Recommendations - Matsunaga, Spark

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Congressional Recommendations - Weaver, Jim
Congressional Recommendations - Wilson, Charles
Congressional Recommendations - Yatron, Gus
Congressional Recommendations - Zablocki, Clement J.
Congressional Recommendations - Zorinsky, Edward
Council of Economic Advisors - Briefing Book, Volume II
Departmental Referral Correspondence, General - Grievances & Special Requests
Election Review - Hispanic Field Coordinator, National, 11/5/76
Election Review - Illinois
Election Review - Puerto Rico, 11/5/76
Election Review - Speakers Bureau, 11/1/76
Election Review - Urban Affairs, 11/12/76
Energy, Secretary of - Schlesinger, James
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HEW (Health, Education & Welfare) Briefing Book Re: Disabilities
HEW - Briefing Book Volume II
HEW - Recommendations
HUD (Housing & Urban Development) Department of - Recommendations
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Interior, Department of - Recommendations
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King, Martin Luther, Jr. Center - Birthday Celebration

Kirbo, Charles H. - Correspondence Referrals

Labor, Department of - Briefing Book Volume II

Labor, Department of - Recommendations

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Minority Appointment - Recommendations

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National Prayer for the President Day, 1/16/77

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Raped Paycheck, Expose of the Nixon - Ford Economic Crisis: How to Prevent Runaway

Inflation and Recession, The

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Recommendations - General Unanswered

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Reorganization - Executive Office of the President, 1976
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Vocational Rehabilitation Appointment - Adams, Andrew - Letter Writing Campaign,
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White House Fellow Applications - White House Interns (O/A 10,626)

Women Appointments - Mary King Memos, 12/76-1/77

Women Appointments - Mary King Memo, 1/15/77

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Hamilton Jordan's Confidential Files

Scope and Content: Series opened in February 1988. Containers 33-37. This series consists of reports, notes, correspondence, memoranda and clippings. The material relates to every major issue of the Carter presidency including foreign affairs and domestic policy. Since Jordan had the most important and the least structured of jobs, this series best represents his role in the Carter White House as Presidential adviser and confidant. Arranged alphabetically by folder title thereunder chronologically.

Container List:

Container 33

Administration Coordination, 4/78

Administration Review, Goals & Priorities - First Draft of December 1977 - Memo

Administration Review, Goals & Priorities - First Draft of December 1977 – Memo - Charts

Administration Review, Goals & Priorities - First Draft of December 1977 – Memo -

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Democratic National Committee - President, 1977-1979
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Foreign Policy - Domestic Politics Memo – Hamilton Jordan Memo, 6/77
Foreign Policy Issues - Work Plans, 6/77
Goals for America, 1977
GSA (General Services Administration) Solomon, Joel/Griffin, Robert
Humphrey, Hubert
Human Rights Policy, 1977
Hungary - Crown of St. Stephen
"Image," 1977

Image, Analysis and Changes, 7/16/79
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Iran - Hamilton Jordan - Meetings, 4/80
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Iran - Hamilton Jordan - Panama -Texas Trip, 12/11-14/79
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Iran - Pakistan, 11/79
Iran - Saudi Arabia, 1979-Seizure of "Mecca"
Iran - Scenario
Iran – Shah/Panama
Iran -"60 Minutes" Program - Iran/U.S.
Iran - U.N. Commission
Jackson -Vanik Amendment (USSR Favored Nation Status vs. Emigration Rates)
Labor Law Reform Bill, 6/29/77
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Panama Canal Treaty, 10, 11, 12/77 [3]

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President's Reorganization Project - Decision Analysis Report, 6/28/77
President's White House Correspondents Dinner Speech, 4/30/77

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Vice President
Vice President - Agenda, 11/77
Wallace, George, 1978
Welfare Reform
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Hamilton Jordan's Subject Files

Scope and Content: Series opened in February 1988. Containers 38-57. This series contains reports and recommendations, notes, correspondence, memoranda and publications. The majority of the material relates to presidential appointments and White House staffing, documented primarily by memoranda between Hamilton Jordan and other White House staff members. Significant material is also included on key issues of the Carter Administration such as SALT II, the Panama Canal Treaties and the federal budget. Other subjects of interest concern

the appointment of U.S. ambassadors, the (Israel-Saudi Arabia) arms sale package and the Middle East situation. Arranged alphabetically by folder title thereunder chronologically.

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Brann, Joan - San Francisco Diplomatic Reception Center, 1977

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Budget - 1979, Presidential Review - Commerce, Treasury, Justice; Small Business Agency & Small Agencies

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Federal Aviation Administration (FAA) Tom Peterson, 1977
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Hamilton Jordan's Chronological Files

Scope and Content: Series opened on February 1988. Containers 58-70. This series contains correspondence, memos, letters, invitations, reports, and notes. Most of this material consists of requests to the President from the general public regarding autographs, photographs and invitations. This series also contains Hamilton Jordan's daily schedules for 1977, and daily appointment books from 1977-1980. The schedules and appointment books dated January through September 1977, contain substantial material on political appointments and meetings. Arranged chronologically.

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Hamilton Jordan's Personnel Files

Scope and Content: Series opened in February 1988. Containers 71-76. This series contains correspondence, memoranda, interview notes, and resumes relating to personnel decisions in Cabinet level departments and Executive Branch agencies. Arranged alphabetically by agency and thereunder chronologically. (Entire series is closed under the donor deed of gift restrictions.)

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Hamilton Jordan's 1980 Campaign Files

Scope and Content: Series opened in February 1988. Containers 77-80. This series contains correspondence, memoranda, clippings, and reports. The majority of this material was sent to Hamilton Jordan from the Carter/Mondale Presidential Campaign staff. The material includes a great deal of information about convention delegate selection and primary contests in individual states. Also included are the "Daily Reports" which contain re-election campaign activities within individual states; and material relating to Democratic, Republican, and Unity Party campaign schedules and media events. In addition, these reports contain analytical reports about reaction to the events, and reports from the Carter/Mondale field or state offices. Some legal briefs and documents associated with FEC lawsuits regarding the Kennedy and Carter/Mondale campaigns, White House staff participation in the campaign, and legal guidelines regarding the Hatch Act are also included. Arranged alphabetically by folder title thereunder chronologically.

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[Return to series list](#)

Landon Butler's Transition Files

Scope and Content: Series opened in July 1993. Containers 81-85. This series contains resumes, applications, and recommendations regarding positions within the administration. Also included are briefing books relating to potential sub-cabinet level office candidates. This material

illustrates the particular attention given to the consideration of women and minorities in filling positions. Arranged alphabetically by folder title thereunder chronologically.

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Landon Butler's Subject Files

Scope and Content: Series opened in July 1993. Containers 86-142. This series consists of correspondence, memoranda, reports, notes, publications, and clippings. The material relates to

Butler's chief responsibility in acting as a liaison with labor organizations for Carter programs such as SALT II ratification, energy conservation and anti-inflation measures. This series also reflects his extensive work with labor regarding consultations with labor leaders; monitoring wage negotiations; and coordinating meetings between the President and labor leaders. In addition, a large portion of these files relates to the administration efforts to gain support for the Panama Canal Treaties by informing the American public the nature of the proposed treaties. Arranged alphabetically by folder title thereunder chronologically.

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Landon Butler's 1980 Campaign Files

Scope and Content: Series opened in July 1993. Containers 142-147. This series contains correspondence, memoranda, personnel material, and reports. The majority of this material relates to Butler's work in enlisting labor support for President Carter's re-election. Also included is information relating to the 1980 Democratic Convention regarding constituency

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Landon Butler's Memoranda Files

Scope and Content: Series opened in July 1993. Containers 148-152. This series contains memoranda, briefing material, notes, and reports. Most of the memos are from Hamilton Jordan, Karen Jarrell (Butler's executive secretary) and Laurie Lucey (Butler's confidential assistant). These files provide a good overview of his duties and responsibilities. Arranged alphabetically by folder title thereunder chronologically.

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Laurie Lucey - Memos, 7/11/77-8/24/77

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(Memos - Miscellaneous) 1/23/78-2/27/78

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Landon Butler's Administrative Files

Scope and Content: Opened in July 1993. Containers 152-154. This series contains correspondence, memoranda, resumes, and office forms used in the day to day operation of the Chief of Staff's Office. A large portion of these files is made up of the office reading files, used for quick reference by the staff. Arranged alphabetically by folder title thereunder chronologically.

Container 152

Office Administration - 1978-1979, 1/21/77-12/28/79

Office Administration, 9/30/79-11/19/80

(Reading Files) 1/78 - 5/78

Container 153

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Container 154

Reading Files, 1/80 - 1/81

Resumes, (A-K)

Resumes, (M-Y)

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Landon Butler's Telephone Message Logs

Scope and Content: Series opened in July 1993. Containers 154-159. This series contains telephone call sheets, notes, and memoranda. This material is mainly telephone message logs of calls received in Butler's office with occasional annotations or notes. Arranged alphabetically by folder title thereunder chronologically.

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Lucey, Laurie - (Telephone) Call Sheets, 6/15/78-12/21/78

Lucey, Laurie - (Telephone) Call Sheets, 1/2/79-8/29/79

Container 155

Telephone Call Sheets, 5/3/78-5/10/79

Container 156

Telephone Call Sheets, 5/11/79-7/25/80

Container 157

Telephone Call Sheets, 7/28/80-9/19/80 - 11/3/80-1/6/81

Telephone Call Sheets, (Butler, Landon), 8/20/76 - 4/5/77

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Telephone Call Sheets, (Butler, Landon), 4/6/77-2/27/78

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Telephone Call Sheets, (Butler, Landon), 2/28/78 - 5/26/78

Telephone Call Sheets, (Lucey, Laurie), 12/13/76 - 6/15/78

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Stephen Selig's Transition Files

Scope and Content: Series opened in December 1995. Container 160. This series contains correspondence, memoranda, personnel material, and reports. The material mainly relates to the financial aspects of the Carter inauguration ceremonies. Some information on candidates for possible positions in the Carter Administration is also included. Arranged alphabetically by folder title thereunder chronologically.

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Container 160

Budget, 1973 - Nixon Inauguration

Correspondence, December, 1976 - Answered

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Inaugural Committee, 1977 - Expenses Filed - D.C. Copies

(Inaugural Committee, 1977- Fundraising), 12/9/76-1/3/77
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Inaugural Committee - Preliminary Budget, 11/10/76-12/9/76
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(Inaugural Committee) Insurance, 12/30/76
Inaugural Committee - Material, 1977
(Inaugural) Finance (Committee) Meeting Memos, 12/2/76-1/3/77
Inaugural Finance Committee Stationary, 1977
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(Inaugural List) Curt Moffat Memos, 11/30/76-2/7/77
Inaugural (Press) Clippings, 11/5/76-12/3/76
(Inaugural) Ticket Requests, 1977
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Inauguration - Treasurer's Office- General, 10/23/76-12/13/76
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Stephen Selig's Office of Public Liaison Files

Scope and Content: Series opened in December 1995. Containers 161-165. This series contains orrespondence, memoranda, reports, notes, and clippings relating to business and trade matters. Of special note, is material on Selig's work in promoting business support for the proposed Panama Canal Treaty. Arranged alphabetically by folder title thereunder chronologically.

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Stephen Selig's Subject Files

Scope and Content: Series opened in December 1995. Containers 166-189. This series contains correspondence, memoranda, reports, briefing material, notes, publications and clippings. This material relates to Selig's duties in putting forth Carter initiatives, such as energy conservation, anti-inflation measures, and the SALT Treaty, to the business community. Also included is material on his work with the Small Business Administration and women-owned businesses. Arranged alphabetically by folder title thereunder chronologically.

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Stephen Selig's White House Conference on Small Business Files

Scope and Content: Series opened in December 1995. Containers 190-192. This series contains memoranda, printed material, and government forms. Most of this material consists of delegate ballots and conference evaluation forms from meetings during the conference. Arranged alphabetically by folder title.

Container List:

Container 190

(White House Conference on Small Business - Delegate Ballots & Evaluations) [1-6]

Container 191

(White House Conference on Small Business - Delegate Ballots & Evaluations) [7-12]

Container 192

(White House Conference on Small Business - Delegate Ballots & Evaluations) [13]
(White House Conference on Small Business - Delegate Ballots & Evaluations) [14]
(White House Conference on Small Business Evaluation Forms, 11/78)
(White House Conference on Small Business - Official Ballots for Delegates) [1-2]
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(White House Conference on Small Business) 7/25/78-10/13/78

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George Moffett's Subject Files

Scope and Content: Series opened in September 2009. Container 193. This series contains correspondence, memoranda, foreign policy working group information, senior staff working papers and SALT II (Strategic Arms Limitation Talks) information. Arranged alphabetically by folder title.

Container List:

Container 193

Correspondence
Expense Forms and Information
Foreign Policy Working Group
International Communication Agency [1]
International Communication Agency [2]
Interoffice Memos
SALT II [1]
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SALT II Meetings
Senior Staff Working Papers

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Bernie Aronson's Subject Files

Scope and Content: Series opened in January, 2010. Containers 194-197. This series contains correspondence, memoranda and various reports relating to unions, work organizations and labor campaigns. Topics discussed are labor coalitions, aging, ethnic affairs, fair labor standards and industrial policies. This series is arranged alphabetically by subject.

Container List:

Container 194

Airline Pilots Association
Amalgamated Clothing and Textile Workers Union (ACTWU)
American Federation of Government Employees
American Federation of State, County, and Municipal Employees (AFSCME)
American Federation of Labor & Congress of Industrial Organization (AFL-CIO)
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Baldwin, Robert's Nomination for the U.S. Trade Commission
Brotherhood of Railway and Airline Steamship Clerks
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Carpenters
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Container 196

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National Accord
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Northern Pipeline
Pay Advisory Committee
Railway
Schweiker, Bill
Trade Readjustment Assistance
United Steelworkers of America
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Bill Simpson's Subject Files

Scope and Content: Series opened in January 2010. Containers 198-201. This series contains correspondence, memorandums, invitations, and presidential greetings. A majority of the material is related to the flood of April, 1979 in Mississippi. Other topics included comprehensive health planning, water resources, gasohol, fisheries and tourism. This series is arranged alphabetically by folder title.

Container List:

Container 198

American Association of Small Cities
Appointments
Case Work Completed
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Container 199

Correspondence - Agency
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Container 200

Energy
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Memoranda to Jordan, Hamilton
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Mississippi Projects
Multilateral Trade Negotiations Legislation

Container 201

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Returned Calls from Hamilton Jordan
Simpson, Bill - Campaign Trip
S.S. Monterey
State Call File
State Department
White House Staff Memoranda
WLBT-TV - Jackson, Mississippi
Young Lawyers

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Len Hirsch's Subject Files

Scope and Content: Series opened in August 2010. Containers 202-207. This series contains correspondence, memoranda, surveys and reports. The majority of the material is from the organizational development office and the Speakers' Bureau Task Force relating to anti-inflation and civil service reform. Arranged alphabetically by folder title.

Container List:**Container 202**

ACTION
Anti-inflation Speakers' Bureau [1]
Anti-inflation Speakers' Bureau [2]
Anti-inflation Speakers' Bureau General File
Anti-inflation Speakers' Bureau Internal Materials
Anti-inflation Task Force
Arms Control and Disarmament Agency
Boyce, Alice
Butler, Landon
Central Intelligence Agency
Civil Service Commission

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Civil Service Reform [2]
Civil Service Reform [3]
Civil Service Reform [4]

Container 204

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Congressional Constituent Problems
Congressional Liaison [1]

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Environmental Protection Agency
Farm Credit Administration
First Lady's Staff
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Jordan, Hamilton
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National Aeronautics and Space Administration
National Foundation for Arts and Humanities
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Office of Administration
Office of Legislative Affairs
Organization Development Advance Assessment

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Organization Development Class - Legislative Tracking Procedures [2]
Organization Development - Alfred Kahn's Mission
Organization Development - Speakers' Bureau
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United States Information Agency
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Container 207

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White House Office of Congressional Liaison Directory Material [2]
White House Office Deputy Agenda
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White House Political Luncheon
White House Reorganization
White House Senior Staff Coordination
White House Special Assistants
White House Staff
White House Summer Problems

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Tom Belford's Subject Files

Scope and Content: Series opened in May 2010. Containers 208-217. This series contains memoranda, correspondence and reports. The majority of the material deals with the President's Reorganization Project and civil service reform. Topics discussed are civil service reform and civil rights. Arranged alphabetically by subject.

Container List:

Container 208

Agriculture
Anti-Poverty
Blacks
Budget
Chron File - May, 1977 - October, 1977

Container 209

Chron File - November, 1977 - September, 1978

Container 210

Chron File - October, 1978 - February - March, 1980
Civil Service Congressional Contacts [1]

Container 211

Civil Service Congressional Contacts [2]
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Civil Service Reform [1-3]

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Civil Service Reform [4-5]
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State Constituency Book - Pennsylvania
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State Constituency Book - Texas
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State Constituency Book - Washington
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Telegrams and Messages of Support
Veterans
Veteran's Preference [1-2]
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Betty Rainwater's Subject Files

Scope and Content: Series opened in September 2010. Containers 217-253. This series contains memoranda, correspondence, daily political reports, press releases, invitations and the final report to the 1977 Inaugural Committee. Also included are state constituents briefings and state supporter material relating to the Panama Canal Treaties. Topics discussed are taxes and civil service reform. This series also includes Lee Kling's oversized attachment (5172) which contains information on inflation issues. Arranged alphabetically by folder title.

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Container 219

Carter, Jimmy - Grassroots [1-3]
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Container 220

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Container 222

Final Report to the 1977 Inaugural Committee [1-6]

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Panama Canal Treaties - Briefing for Business Government Relations Council & Small Business

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Panama Canal Treaties Support - California

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Panama Canal Treaties Support - Delaware

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Panama Canal Treaties Support - Rhode Island
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White House Briefing on the President's 1978 Tax Reform and Reduction Program
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Last modified: September, 2012

Chief of Staff Office - Biographical Data

Hamilton Jordan was born on September 21, 1944 in Charlotte, North Carolina. He grew up in Albany, Georgia and attended the University of Georgia. He received a B.A. in Political Science in 1967. After being disqualified from military service due to leg problems, he worked with the International Voluntary Services, for the South Vietnamese refugee relocation program.

From 1967-1968, Jordan was a management trainee with the Citizen & Southern Bank, Albany, Georgia. Sometime during 1968 he became manager of Jimmy Carter's gubernatorial campaign. After the election, Jordan then worked as the Executive Secretary to Governor Carter and also served as the Director of the Georgia Democratic National Committee.

Jordan was the manager of Carter's 1976 presidential campaign from 1974-1976 and Director of the Personnel Advisory Group, Carter/Mondale Transition Planning group.

From 1977-1978, he served as key advisor and assistant to Jimmy Carter and was formally appointed as Chief of Staff in 1979. In addition, from 1979-1980 he ran the Carter/Mondale reelection campaign.

In 1981, he authored the book, Crisis: The Last Year of the Carter Presidency.

In 1986, he ran for the Democratic nomination for one of Georgia's seats in the United States Senate and lost.

In 1992, he became a high-level staffer on the presidential campaign of independent candidate Ross Perot. In later years he served both as a member of the Founders Council and as an important public advocate for Unity08, a political movement focused on reforming the American two party system.

Landon Butler was born in 1941 in Vicksburg, Mississippi. He attended and received a B.A. (English) from Washington and Lee University. He was a captain in the U.S. Marine Corps from 1963-1966. In 1968, he received his MBA from Harvard Business School.

In 1971, he was a member of Governor Jimmy Carter's staff and in 1972 he was a state coordinator for Edmund Muskie's campaign. From 1972-1976 he was President of Amcon of Georgia (a housing development company.)

He served in the Carter Administration as Deputy Assistant to the President, and from 1979-1981 he was Deputy to the White House Chief of Staff.

Stephen Selig was born in Columbus, Georgia in 1943. He received a BBA (General Business) degree from the University of Georgia in 1965. He served in the U.S. Air Force as Airman 1st Class, from 1965-1968. He worked at Sellig Enterprises, Inc., from 1968-1973. He became president of the company in 1973.

He was the Deputy Campaign Director of the Jimmy Carter Presidential Campaign and Treasurer of the 1977 Inaugural Committee. During the Carter Administration, he served as Special Assistant in the White House Office of Public Liaison from 1977-1978, and Deputy Assistant to the President in the Chief of Staff Office.

George D. Moffett served as Director of Research for the Committee of Americans for the Canal Treaties [COACT], a private organization designed to mobilize public support for ratification of the Panama Canal Treaties. COACT was formed in October 1977 and disbanded

after Congress ratified the treaties in the spring of 1978. In April 1978, Moffett became a staff assistant to President Carter. Later that year, he became Assistant to the Chief of Staff, Hamilton Jordan. While working in Jordan's office, he provided staff support on key foreign policy issues such as the SALT II treaties.

Bernard W. Aronson was born May 16, 1946. He is of Jewish religion. He graduated from the University of Chicago in 1967. He worked in Appalachia as a VISTA volunteer and then joined the Insurgent Miners for Democracy. He worked in the mine fields for four years helping to organize the famous strikes in Harlan County, Kentucky. In 1977, he went to the White House and wrote speeches for Walter Mondale and later became President Carter's chief speech writer before being transferred to the Chief of Staff Office as a liaison to the business community.

Bill Simpson was born in Gulfport, Mississippi on July 29, 1923. He attended the Marion Military Institute in Marion, Alabama and the University of Mississippi before graduating from the U.S. Merchant Marine Academy at Kings Point, N.Y. He saw combat service as a naval midshipman and officer in the Pacific theater in World War II.

From 1947 to 1965, he was associated with his father and brother in operating the family shrimp and oyster canning facility in Gulfport. From 1965 to 1968, he was special assistant to Mississippi Governor Paul B. Johnson, Jr. Simpson also served as first chairman of the Mississippi Marine Conservation Commission and president of the State Port Authority at Gulf port.

From 1968 through 1978, Simpson was administrative assistant to Senator James O. Eastland of Mississippi, who served as president pro tempore of the Senate from 1972 until his recent retirement. In 1978 he served as deputy assistant to President Carter. In this capacity, Mr. Simpson worked with the Chief of Staff Office staff on priority goals and programs of the administration.

Len Hirsch served as Director of the Anti-Inflation Task Force during the Carter Administration.

Mr. Tom Belford holds a B.S.F.S. with honors from Georgetown University's School of Foreign Service and an M.A. in Government from Georgetown Graduate School. He worked for Common Cause, a public interest lobbying group, from January 1971 to May 1977. In his term at Common Cause, he was director of issue development and was responsible for developing the overall issues and programs strategy. He also served as Midwest Regional Director and State Issues Coordinator during the 1976 campaign.

He served as Deputy to the Assistant to President Carter for government reorganization in the White House. He was responsible for developing public support for the legislative initiatives of the President's reorganization project and was responsible for working with interest groups affected by reorganization.

Betty Rainwater served as Deputy Press Secretary to President Carter during the 1980 campaign. As Deputy Press Secretary, she was responsible for all contacts with the working

press to insure that all campaign trips and activities were properly covered by the electronic and print media. She was also responsible for the printing and distribution of Jimmy Carter's public statements. She also worked in the Chief of Staff office.

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